
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: All Interested Parties

FROM: Training Section, Assessment Division

DATE: April 23, 2010

RE: Third and Fourth Quarter
Level I and II Assessor-Appraiser Certification Course and Examination

In accordance with IC 6-1.1-35.5-4(a), the Department of Local Government Finance (DLGF) will administer the Level I and II Assessor-Appraiser Certification course and examination on a regular schedule. As required by the statute, these courses and examinations are offered in several locations throughout the state and are offered on a regular rotating basis throughout 2010.

In an effort to provide everyone with the opportunity to receive all information provided by the DLGF, please share all contents of this notification with others in your county, including staff members and members of the county PTABOA.

Course Description

The classes will run for four consecutive days, followed by a 5-hour exam on the fifth day. During your first course of the classes, you must attend the entire four-day course to be eligible to take the exam. You will also be required to show a photo ID on the exam day. After you have completed one cycle of the course, you may retake the exam, if necessary, without having to retake the classes.

As always, the course and exam is open to all at no charge. However, **you must pre-register by sending in the attached form.** Attendance is limited to 26 people. Students are registered on a first come first serve basis.

Classes will begin at 9:00 a.m. and end at 4:00 p.m. Monday – Thursday. On Friday, the exam will run five (5) consecutive hours from the beginning of the exam, but will end no later than 4:00 p.m. on Friday, local time.

The Level 1 course will consist of the following:

- Cost Approach using Book 1 of the 2002 Real Property Assessment Guidelines
- Introduction to the Sales Comparison Approach
- Introduction to the Income Approach

The Level 2 course will consist of the following:

Cost Approach using Book 2 of the 2002 Real Property Assessment Guidelines
Sales Comparison Approach
Income Approach

Examinations

The objective of the Level 1 and Level 2 exams is, in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The exam will test practical applications used in the performance of the duties associated with the office.

The Level 1 and 2 examinations will consist of 50 multiple-choice questions. You will have to work a problem in order to answer the questions associated with the problem. The exams are open book, and are based on the course content and problems worked during class. You may use any notes, manuals or other relevant materials during the exam.

During the exam, there will be no breaks, although you will be allowed to leave the room for rest room breaks or to get a snack or drink.

Passing grade is 70, and the exam contains 100 points.

After you have completed one cycle of the classes, you may retake the exam, if necessary, without having to retake the classes. **If you desire to take the exam on another date, please contact our office to schedule the exam.** We ask that you take the Level 1 exam and pass it before going forward with the Level 2 course.

Supplies to Bring With You

For Level I:

Please bring the 2002 Real Property Assessment Manual & Guidelines Book 1, a calculator, highlighter, notepads, pencils, 12-inch ruler.

For Level II:

Please bring the 2002 Real Property Assessment Manual & Guidelines Book 2, a calculator, highlighter, notepads, pencils, 12-inch ruler.

If you need a set of the 2002 Real Property Assessment Manual & Guidelines (Books 1 & 2), please indicate so on the registration form. Copies will be available at the class site, but only for those who request them in advance. These are available free of charge to Indiana County officials and employees. All others must pay a \$25.00 fee (checks only) to purchase the books on the first day of class. The instructors do not have a receipt book, your canceled check will be your receipt.

Special Accommodations

If you have a physical impairment that will require special accommodations, we ask that you give us advanced notification. Please contact Barry Wood, Director of the Assessment Division, by mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

Other Information

Dress comfortably. You will be sitting for long periods, and I would suggest that you dress in layers. The rooms have varying temperatures, so you need to be prepared.

Registration

Classes are limited to 26 registrations. There is no fee associated with registration for the course/exam. However, **a registration form must be completed and returned to the address/fax number indicated below no later than 3 weeks prior to class.** This will ensure that there is enough time to prepare adequate materials for the class. If you do not pre-register, we cannot guarantee your admission to the course. **You may register for both classes on this same registration form.**

LEVEL 1 AND 2 COURSE/EXAM REGISTRATION FORM

Please fax this form to 317-232-8779

Name: _____ Maiden: _____

Employer: _____

Your Title: _____ Date of Birth: _____

Preferred Mailing Address: _____

City, State, Zip: _____

County: _____ Township: _____

Phone: (Daytime) _____ (Home) _____ (Cell) _____

E-Mail Address: _____

(Confirmations will only be sent via email, two weeks prior to class start date)

Books and Manuals:

Please reserve a 2002 Real Property Assessment Manual & Guidelines (Books 1 & 2) for me: ____

(These will be available the first day of class, if reserved. There is no charge for county officials and employees, but others must pay a \$25 fee each.)

Level 1

_____ August 2 – 6, Noble Co. South Complex, Albion, Indiana

_____ August 16 – 20, Ft. Benjamin Harrison Inn, Roosevelt Room, Indianapolis

Sleeping room reservation discount code: DLGF 5 available until 7/15/2010

_____ September 27 – October 1, Holiday Inn Express, Washington, Indiana

_____ October 25 – 29, Ft. Benjamin Harrison Inn, Roosevelt Room, Indianapolis

Sleeping room reservation code: DLGF 7 available until 9/25/2010

Level 2

_____ August 23-27, Noble Co. South Complex, Albion, Indiana

_____ August 30 – Sept 3, Ft. Benjamin Harrison, The Garrison Conference Center,

South Ballroom, Indianapolis

Sleeping room reservation code: DLGF 6 available until 7/29/2010

_____ October 18 – 22, Daviess Co. -Washington Indiana

_____ November 29 – December 3, Ft. Benjamin Harrison, Roosevelt Room, Indianapolis

Sleeping room reservation code: DLGF 8 available until 10/28/2010

Information and Directions to the Class Locations

Noble County South Complex, Albion, Indiana

2090 N. State Road 9
Albion, Indiana

If you come from Fort Wayne take U.S. 33 to State Road 9 and head North towards Albion around 7 miles. It will be on the right side of the road. Or, if you take State Road 3 to State Road 8 head west and go a little over 9 miles to stop light in Albion. Turn left and head South less than 1 mile to the Complex. If you come from up North, take U.S. 6 to State Road 9 and head South a little over 4 miles to Albion, continue out of town less than 1 mile to the Complex. The conference room is in the basement. Bring your own drinks and snacks. There are none available at the class site.

Ft. Benjamin Harrison State Park Inn, Indianapolis, Indiana

5830 N Post Rd, Indianapolis. <https://garrison.dnr.state.in.us/reservations.html>

There is a restaurant available for lunch and dinner. However, you may leave the facility to eat wherever you desire.

Lodging has been arranged holding a block of rooms for \$69.00 per night for King Rooms and \$89.00 for King Suites. Please refer to the registration page for the reservations group code for each class to get the discounted rate.

Follow 465 North to the 56th Street Exit (Exit 40) and turn right (East) onto 56th Street. Turn left (North) on Post Road and follow the signs to the State Park Inn.

Roosevelt Room is in the State Park Inn. The South Ballroom is in the Garrison Conference Center, north of the State Park Inn next to the golf course.

Holiday Inn Express, Washington, Indiana

1808 E National Hwy (Business US Hwy 50)
Washington, IN 47501
812-254-6666

If coming from the south on US 57: at the US 50/57 interchange keep going north to Business US 50/57 stoplight, turn east. Go ½ mile. Holiday Inn is on the left. If coming from the north on US 57 turn east at Business US 50 stoplight. Holiday Inn ½ mile on the left.